



GOVERNOR'S OFFICE OF PLANNING AND BUDGET (OPB)

SOG - Portal User Guide

3/10/2022

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1 REDEEMING YOUR PORTAL INVITATION CODE

After completing a survey, you will receive an email from Grants@opb.georgia.gov containing a link to the portal.

This link directs you to a sign in page where you will enter a redemption code and create your profile.

Dear Bhuvana M,

You have been identified as point of contact for Alpharetta County.

This is an automated e-mail sent by the Governor's Office of Planning and Budget. You are receiving this notification because you are listed as the point of contact for Alpharetta County and will be responsible for entering information into the GeorgiaCARES Portal on their behalf.

Please follow the link below to register with the GeorgiaCARES Portal.

[Register for Cares Act in Georgia Portal](#)

GeorgiaCARES Administrator



Quick Reference Guides and FAQs

[GeorgiaCare Portal Guide](#)

[OPB CARES Website](#)

FOR OFFICIAL USE ONLY

Disclaimer: This is official correspondence from the State of Georgia Governor's Office of Planning and Budget. If you need assistance, you can email us at CARES@opb.georgia.gov.

The invitation code will auto-populate if you click on the email link.

Note: If you did not receive the invitation email or accidentally deleted it, email us at Grants@opb.georgia.gov

The screenshot shows the Georgia Grants portal registration page. At the top, there is a header with the Georgia Grants logo and a search bar. Below the header, there are navigation links for Home and Grant Opportunities. The main content area has a registration form with a 'Sign in' button, a 'Register' button, and a 'Redeem invitation' button. A text box for the invitation code is highlighted with a red border, and a red arrow points to it with the text 'Invitation Code will Autofill here'. Below the text box, there is a checkbox for 'I have an existing account' and a 'Register' button. The footer contains the Georgia Grants logo and the text 'GEORGIA GRANTS'.



2 STEPS TO SIGN IN AFTER REDEEMING YOUR INVITATION

1. Open a new web browser¹ session. The portal is accessible from personal computers and mobile devices.
2. Type CARES.georgia.gov in the address bar.
3. Click Sign In
4. Enter the email address or username created when you redeemed your invitation.
5. Enter your password and click **Sign In**.

3 PASSWORD AND LOGIN SUPPORT

User accounts are managed by OPB. If you have any login issues, please contact us via email at Grants@opb.georgia.gov

¹Any current browser will work, such as Google Chrome, Firefox, or Safari with pop-ups enabled.



4 PORTAL SITE MAP NAVIGATION

The GeorgiaCARES Portal consists of Nine sections. Within each section you can view and update related information.

1. PROFILE

Displays the information provided during registration. Use this page to keep you contact information current or initiate a password change.

2. HOME

Displays the information about the allocations made to your city or county for the Nursing Home grants.

Georgia Grants Portal

Thank you for visiting the Office of Planning and Budget's Georgia Grants portal. This website allows applicants to view current grant opportunities, apply, and check the status of grant applications. To view current opportunities, please click on Grant Opportunities in the navigation menu at the top of the this page. If you have additional questions, please contact us at (404) 656- 3820 or email us at grants@opb.georgia.gov.

For Grantee

Are you a new or existing grantee? We have several resources coming to support you and the success of your project. Click here to access the For Grantees website that hosts webinars, tutorials, and important documents for awardees. <https://opb.georgia.gov/covid-response/grantees>

[Available Grants](#)



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3. GRANT OPPORTUNITIES

Grant Opportunities provides information on all available grants in THE STATE OF GEORGIA. Each Grant has an overview that details what the Grant can be used for.

Home > Grant Opportunities

Grant Opportunities

Broadband Infrastructure

DEADLINE EXTENSION TO 10/31/2021

Coronavirus State and Local Fiscal Recovery Funds may be used to invest in broadband infrastructure. Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload.

Using these funds, applicants generally should propose broadband infrastructure projects with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100 8 Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, applicants are encouraged to pursue fiber optic investments. In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

Treasury's Interim Final Rule encourages recipients to ensure that broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

[Grant Details](#)

Governor's Emergency Education Relief 2

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), was signed into law on December 27, 2020. This Act provides funding to supplement the Governor's Emergency Education Relief Fund awarded to each State under the previous CARES ACT, creating a second GEER funding stream, GEER II. The CARES Act includes allowable uses of funds related to preventing, preparing for, and responding to COVID-19.

[Grant Details](#)

4. MY GRANTS

Show all the grants that have been applied for by the User in Approved, Completed and Awarded state.

Home > Grants

My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

[Provides a Summary of the User Grants](#)

Grant Application ID	Grantee	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-000555	Samsmith	111121 Testing	Broadband Infrastructure	Approved		\$0.00	\$0.00
GA-000503	GC IT	111-Adobe Test	Nursing Home	Approved	\$15,000.00	\$0.00	\$0.00
GA-000504	GC IT	111-Adobe Test 2	List 20 Items	Approved	\$1,300.00	\$0.00	\$0.00



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5. MY APPLICATIONS

My Applications shows all the Grants that are in Submitted and Draft stage that the user has applied for.

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Home > Grant Applications

My Applications

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Provides summary about the Grant being applied for

Grant Application ID	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-0005677		Water/Sewer Infrastructure	Draft		\$0.00	\$0.00
GA-0005678		Water/Sewer Infrastructure	Draft		\$0.00	\$0.00
GA-0005683		Negative Economic Impact	Draft		\$0.00	\$0.00

6. PROJECTS

Project page list all the projects associated to the Grant Application. This list provides project details including Project Id, Project Name, Project Description, Project Status and Created On. Click on the Project ID to view more details.

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Home > Projects

Projects

Click on the Project ID to open Project

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002783	COVID Test	COVID Test	Active	2/16/2022 7:07 AM	Edit
PR-0002566	COVID Test	COVID Test	Active	8/26/2021 7:31 AM	Edit
PR-0002613	Elementary Schools	We are going to repair libraries.	Active	9/13/2021 4:22 PM	Edit
PR-0002760	Macon Sheriff Department Supplement	08/21 Supplement	Active	1/19/2022 1:42 PM	Edit
PR-0002647	Project NamePortal	Description1	Active	9/20/2021 5:33 AM	Edit
PR-0002648	Project NamePortal	Description1	Active	9/20/2021 7:58 AM	Edit



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7. PAYMENT REQUESTS

The Payment Requests page lists the payment requests submitted by your organization. This list provides payment details including Payment ID, Project, Amount Requested, Submitted On, Payment Status, Payment Date and Amount Approved. Click on the Payment ID to view more details. You can also download all payment requests by clicking the 'Download' button.

Home > Payment Requests

Payment Requests

Listed below are payment requests submitted by your organization. This list provides payment details including; payment status, amount requested and approved. Click on the Payment ID to view more details. You can also download all payments requests by clicking the 'Download' button.

Click on Payment ID to open Payment Request

Payment ID ↑	Project	Amount Requested	Submitted On	Payment Status	Payment Date	Amount Approved
PA-0004642	COVID Test	\$200.00	10/11/2021	Approved		\$200.00
PA-0004660	Elementary Schools	\$1,000.00	11/18/2021	Submitted		\$0.00
PA-0004686	COVID Test	\$200.00	12/19/2021	Submitted		\$0.00
PA-0004687	COVID Test	\$200.00	12/19/2021	Review In Progress		\$0.00
PA-0004688	COVID Test	\$200.00	12/19/2021	Approved		\$200.00

Click on Download button to Download all Payment Request

8. HELP

The help page provides links to information articles that are published by OPB.

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Help

Home > Help

Help

The Knowledge Base contains numerous support references, created by our support professionals who have resolved issues for our customers. It is constantly updated, expanded, and refined to ensure that you have access to the very latest information.

Categories

CRF Guidance
Georgia CARES Portal
CRF Documentation Requirements

Click on categories to display articles and helpful information.



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9. CONTACT US

This page provides a form where you can submit questions, provide or request information.

Home > Contact Us

Contact Us

Fill out the required information and the Description of the issue

First Name *
Portal

Last Name *
Admin

Primary Phone *
Provide a telephone number

Email *
support@grantcare.com

Topic *

Description

Select Submit when done

Submit

About

Our office hours are Monday - Friday from 8:00 AM to 5:00 PM. Regular state holidays are recognized. If we are not available, we will get back in touch with you as soon as possible.

Location

Governor's Office of Planning and Budget
2 Capitol Square
Atlanta, GA 30334

5 CREATING A PAYMENT REQUEST

Payment requests are made for specific Grant Application. You may submit as many requests as needed up to the full grant award amount. This page will list all the Grant Applications that are associated to your account.

1. SELECT A GRANT

from the Home page, click on the Nursing Home grant allocation ('ID') for which the funds are being requested.

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Home > Grants Quick Links back to previous pages to make it easy to navigate

My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Click on the Grant Application ID

Grant Application ID	Grantee	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-0005555	Samsmith	111121 Testing	Broadband Infrastructure	Approved		\$0.00	\$0.00
GA-0005053	GC IT	111-Adobe Test	Nursing Home	Approved	\$15,000.00	\$0.00	\$0.00
GA-0005054	GC IT	111-Adobe Test 2	List 20 Items	Approved	\$1,300.00	\$0.00	\$0.00



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2. GRANT PAGE

This page is where you can see Grant details and create new Payment under the grant.

The screenshot shows the 'Grant 111-Adobe Test' page. At the top, there's a header with the Georgia Grants logo and navigation links. Below the header, the page title is 'Grant 111-Adobe Test'. To the right, a summary box shows key metrics: Grant Type (Reimbursement Basis), Amount Awarded (\$15,000.00), Amount Requested (\$1,000.00), Amount Approved (\$0.00), and Amount Drawn (\$0.00). A red arrow points to this box with the text 'Provides details about the Grant'. Below the summary, a 'Details' section is highlighted with a red box. It contains a table with the following information:

ID *	Grant *	Status
111-Adobe Test	Nursing Home	Approved

Grantee *	Primary Contact *	Grant Amount
GC IT	Bhuvana Manish	\$15,000.00

Below the details, there's a 'Payments' section with a 'New Payment Request' button. A table lists payments with columns: Payment ID, Project, Amount Requested, Payment Date, Payment Status, Submitted On, and Amount Approved. The first row shows Payment ID PA-0004758 for the COVID Test project, with an amount requested of \$1,000.00 and a status of 'Review In Progress'.

3. SELECT A PAYMENT

This page is where you can see payments you've added or create a new payment by clicking 'New Payment Request' button.

The screenshot shows the 'Payments' page. At the top, there's a header with the Georgia Grants logo and navigation links. Below the header, the page title is 'Payments'. A red arrow points to the 'Payment ID' column header with the text 'Select on Payment ID to view details about an existing Payment'. To the right, a red arrow points to the 'New Payment Request' button with the text 'This button allows to add a New Payment Request'. Below the header, a table lists payments with columns: Payment ID, Project, Amount Requested, Payment Date, Payment Status, Submitted On, and Amount Approved. The first row shows Payment ID PA-0004758 for the COVID Test project, with an amount requested of \$1,000.00 and a status of 'Review In Progress'. A 'View' button is next to the first row.



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4. PAYMENT FORM

After clicking on the 'New Payment Request' button a new form is displayed.

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Home > Grant > Payment Request

Payment Request 111-Adobe Test

Grant Type	111-Adobe Test
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00

Please select an existing project or create a new project in the lookup below.

Project *

Create Payment Request

5. ADDING A PROJECT

Click on the lookup option to select an existing project or create NEW project (Refer to [Section 8](#) for instructions).

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Home > Grant > Payment Request

Payment Request 111-Adobe Test

Grant Type	111-Adobe Test
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00

Please select an existing project or create a new project in the lookup below.

Project *

Select the lookup option to select an existing Project or Create a New Project

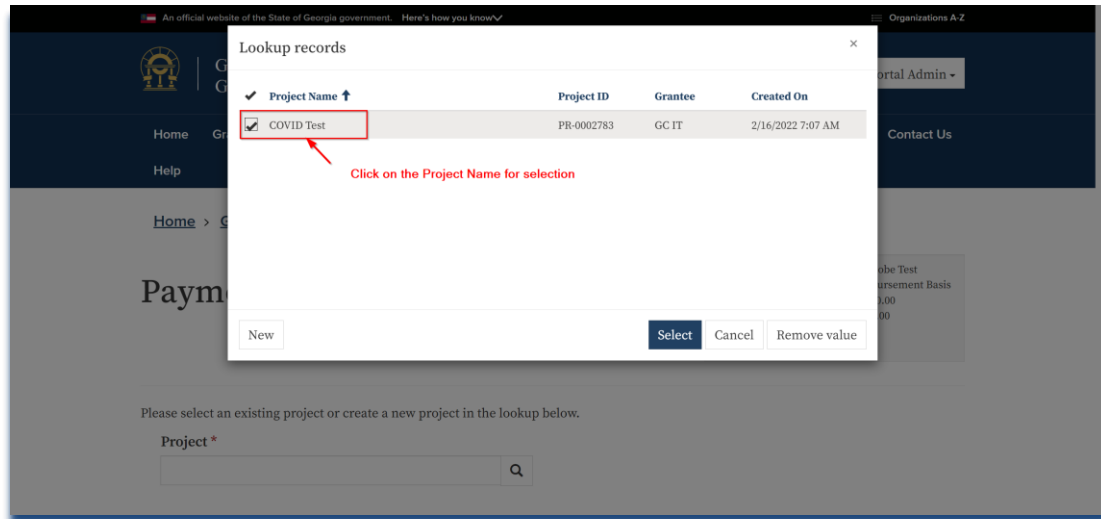
Create Payment Request



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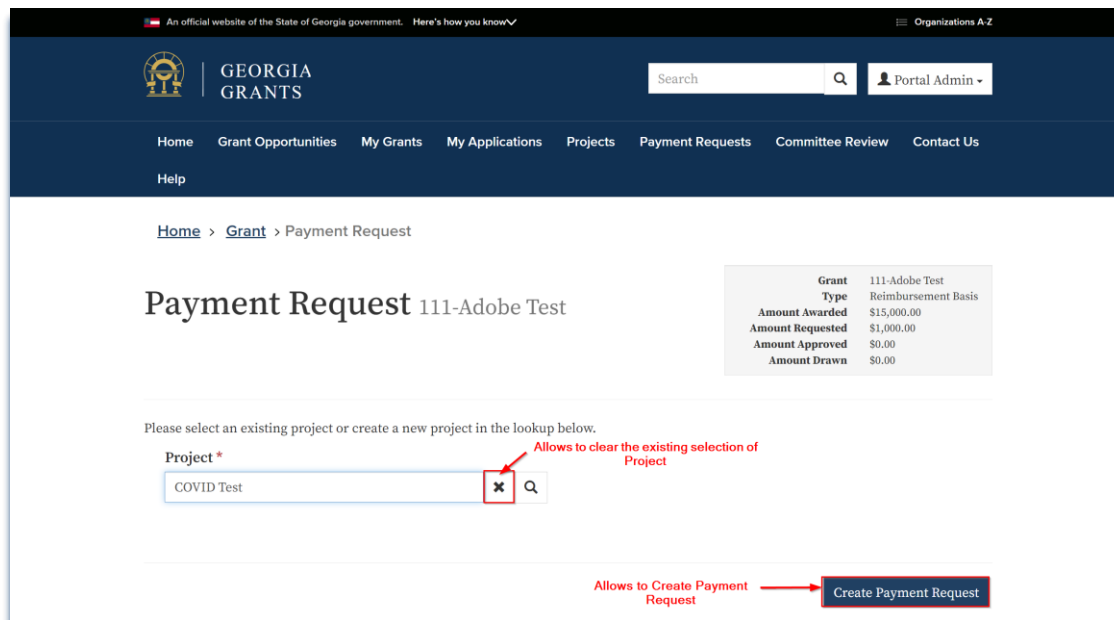
6. SELECT AN EXISTING PROJECT

After clicking on the lookup option projects are displayed. Select an existing Project from the list and click on the 'Select' button. Click on the 'Cancel' button to cancel the project selection.



7. CREATE PAYMENT REQUEST

After successful selection of Project click on the 'Create Payment Request' button to create payment.





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8. PAYMENT FORM

After clicking on the 'Create Payment Request' button a new form is displayed.

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Home > Grant > Payment Request

Payment Request PA-0004776

Provides information on the Payment Request for the Grant

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004776	COVID Test	Draft
Amount Requested	Amount Approved	
\$0.00	\$0.00	

Direct Expenses

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status
There are no records to display.				

Displays all Active Direct Expense(s) associated to the Payment Request

Submit For Payment Save Payment Request

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9. ADDING A DIRECT EXPENSE

Click the 'New Direct Expense' button under Direct Expenses section to create a Direct Expense.

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Home > Grant > Payment Request

Payment Request PA-0004776

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004776	COVID Test	Draft
Amount Requested	Amount Approved	
\$0.00	\$0.00	

Direct Expenses

Select button to add New Direct Expense

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status
--------------	----------	-------------	----------------	----------------

There are no records to display.

Submit For Payment Save Payment Request



10. DIRECT EXPENSE FORM

After clicking on the 'New Direct Expense' button a new form is displayed.

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Home > Grant > Payment Request > Direct Expense

Direct Expense PA-0004776

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Displays Project Start and End date

Expense ID: —

Expense Status: Draft

Expense Paid Date *

Category *

Allowable Activity *

Description *

Please provided a detailed description of the expense, including the justification.

Quantity *

Unit *

Cost/Unit *

Total Expenses

Add Direct Expense

Expense Paid Date must occur between Project Start and End Date

Allows to select Direct Expense Category

Shows list of Allowable Activities that are associated to the seelcted Category only. Show

Provide the quantity of items purchased. If it cant be seperated, enter 1

Select the appropriate unit of measure. Use "Each: if unsure

Provide the Cost of this expense

Auto calculated by Quantity * Cost/Unit



11. ADD DIRECT EXPENSE

After a Direct Expense detail are entered click on the button 'Add Direct Expense'.

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Home > Grant > Payment Request > Direct Expense

Direct Expense PA-0004776

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Expense ID
—

Expense Status
Draft

Expense Paid Date *

Category *

Allowable Activity *

Description *

Please provided a detailed description of the expense, including the justification.

Quantity *

Unit *

Cost/Unit *

Total Expenses
—

Select to Add Direct Expense

Add Direct Expense



12. SUPPORTING DOCUMENTS

After a Direct Expense record is created you can upload receipts or other supporting documentation to this section. Documentation is required for all expenses.

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[Home](#) > [Grant](#) > [Payment Request](#) > Direct Expense

Direct Expense DEXP-0006976

Grant Type	111-Adobe Test
Amount Awarded	Reimbursement Basis
Amount Requested	\$15,000.00
Amount Approved	\$1,000.00
Amount Drawn	\$0.00
Project Start Date	\$0.00
Project End Date	4/1/2021
	2/28/2022

Expense ID
DEXP-0006976

Expense Status
Draft

Expense Paid Date *
1/19/2022

Category *
Nursing Home Assistance (2)

Allowable Activity *
Cost of providing Covid-19 testing

Description *
Description

Quantity *
1

Unit *
Each

Cost/Unit *
\$ 10.00

Total Expenses
\$10.00

This Section display after adding the Direct Expense

Supporting Documentation

☒ Budget Revision

☒ Change of Scope

☒ Contracts
Use this document type to upload contract-related documentation; e.g. change orders, signed contracts and scope of work.

☒ Economic Impact Documentation

☒ Equipment
Use this document type to upload equipment-related documentation; e.g. equipment rates, proof of purchase, and salvage value.

☒ General items
Use this document type to upload general-related documentation; e.g. , insurance, environmental concerns, and historic preservation compliance.

☒ Labor
Use this document type to upload labor-related documentation; e.g. timesheets, pay rates, and daily logs.

☒ Materials & Supplies

☒ Payment Request: Construction



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13. UPLOADING DOCUMENTS

Click on the document icon to add a document. Locate your document, and then click Open. Be sure to select a Document Type to detail what kind of documentation you are providing. Click 'Upload' button to upload the document.

From the Explorer window, select the document you want to upload. Document must be in an accepted format as determined by OPB. E.g. .pdf, .jpg, .docx, .xlsx, .bmp

Supporting Documentation

Document Upload

Document Name (Type .xlsx): DEXP-0006519_CTRT_CO_163740

Document Type: Contracts

Sub Document Type: Change Orders

Click on this button to upload document

Cancel Upload

Delete Save Direct Expense

14. DELETE UPLOADED SUPPORTING DOCUMENTATION

Supporting documents can be deleted when the expense status is in 'Draft' or 'Returned for Revision' status.

Supporting Documentation

Contracts

Use this document type to upload contract-related documentation; e.g. change orders, signed contracts and scope of work.

DEXP-0015450_CTRT_CO_151940.txt Uploaded on 3/10/2022, 3:19:43 PM

Equipment

Use this document type to upload equipment-related documentation; e.g. equipment rates, proof of purchase, and salvage value.

General items

Use this document type to upload general-related documentation; e.g. , insurance, environmental concerns, and historic preservation compliance.

Labor

Use this document type to upload labor-related documentation; e.g. timesheets, pay rates, and daily logs.

Materials & Supplies



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15. SAVE DIRECT EXPENSE

After uploading the supporting documentation click on the 'Save Direct Expense' button to save the record.

✓ **Equipment**

Use this document type to upload equipment-related documentation; e.g. equipment rates, proof of purchase, and salvage value.

✓ **General items**

Use this document type to upload general documentation; e.g. , insurance, environmental concerns, and historic preservation compliance.

✓ **Labor**

Use this document type to upload labor-related documentation; e.g. timesheets, pay rates, and daily logs.

✓ **Materials & Supplies**

Delete Save Direct Expense

16. DELETE DIRECT EXPENSE

When Expense status is 'Draft' or 'Return for Revision' system will allow user to delete the direct expense.

✓ **Equipment**

Use this document type to upload equipment-related documentation; e.g. equipment rates, proof of purchase, and salvage value.

✓ **General items**

Use this document type to upload general documentation; e.g. , insurance, environmental concerns, and historic preservation compliance.

✓ **Labor**

Use this document type to upload labor-related documentation; e.g. timesheets, pay rates, and daily logs.

✓ **Materials & Supplies**

When Delete button is clicked, expense record is not physically deleted from the system. The Expense is Deactivated and user will not be able to view this on por

Delete Save Direct Expense



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17. SAVE PAYMENT REQUEST

When the payment is not ready for submission, save this payment record by clicking the 'Save Payment Request' button for later submission.

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[Home](#) > [Grant](#) > Payment Request

Payment Request PA-0004777

Grant Type	111-Adobe Test Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004777	COVID Test	Draft
Amount Requested	Amount Approved	
\$10.00	\$0.00	

Payment Status is "Draft" when payment is saved

Direct Expenses

New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status	
DEXP-0006977	Nursing Home Assistance (2)	Description	\$10.00	Draft	Edit

Submit For Payment Save Payment Request



6 SUBMITTING A PAYMENT REQUEST

After adding all expense records, you can submit the payment for review. You may submit as many requests as needed up to the grant award amount. Click on the 'Submit For Payment' button now.

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Home > Grant > Payment Request

Payment Request PA-0004777

Grant	111-Adobe Test
Type	Reimbursement Basis
Amount Awarded	\$15,000.00
Amount Requested	\$1,000.00
Amount Approved	\$0.00
Amount Drawn	\$0.00
Project Start Date	4/1/2021
Project End Date	2/28/2022

When payment is successfully submitted, "Amount Requested" is updated with sum of all Total Expenses From Active Direct Expenses

Use the 'New Direct Expense' button to add expenses and upload supporting documentation.

Payment ID	Project	Payment Status
PA-0004777	COVID Test	Draft
Amount Requested	Amount Approved	
\$10.00	\$0.00	

Payment Status will get updated to "Submitted". System will not allow user to edit the payment request and associated direct expenses(s)

Direct Expenses

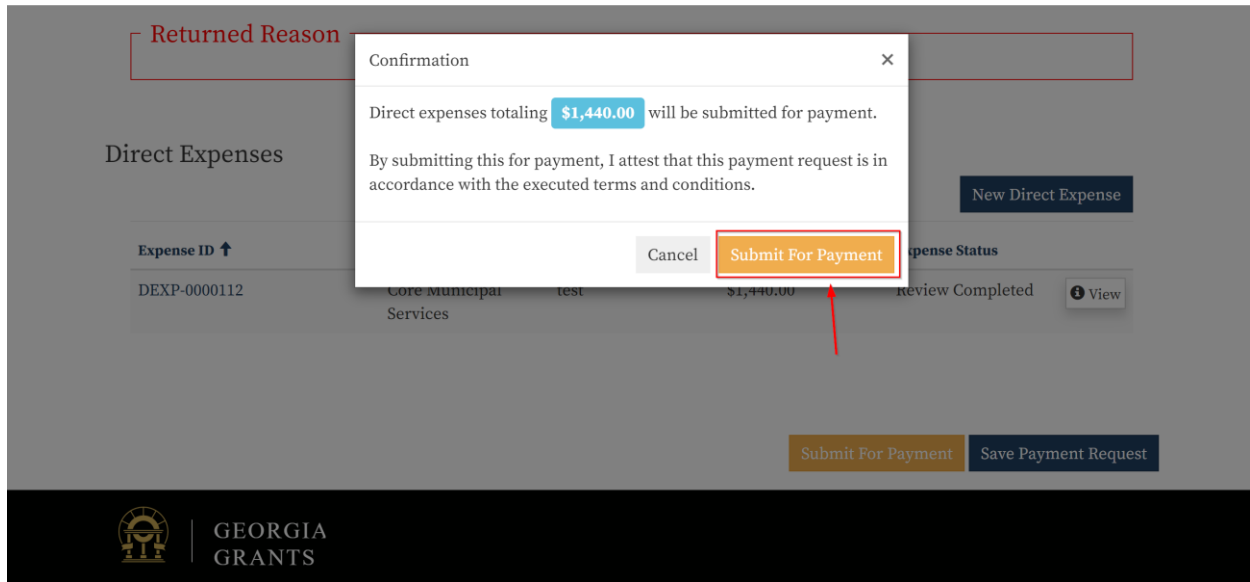
New Direct Expense

Expense ID ↑	Category	Description	Total Expenses	Expense Status	
DEXP-0006977	Nursing Home Assistance (2)	Description	\$10.00	Draft	Edit

Expense status will change to Submit

Select button to Submit for Payment

Submit For Payment Save Payment Request

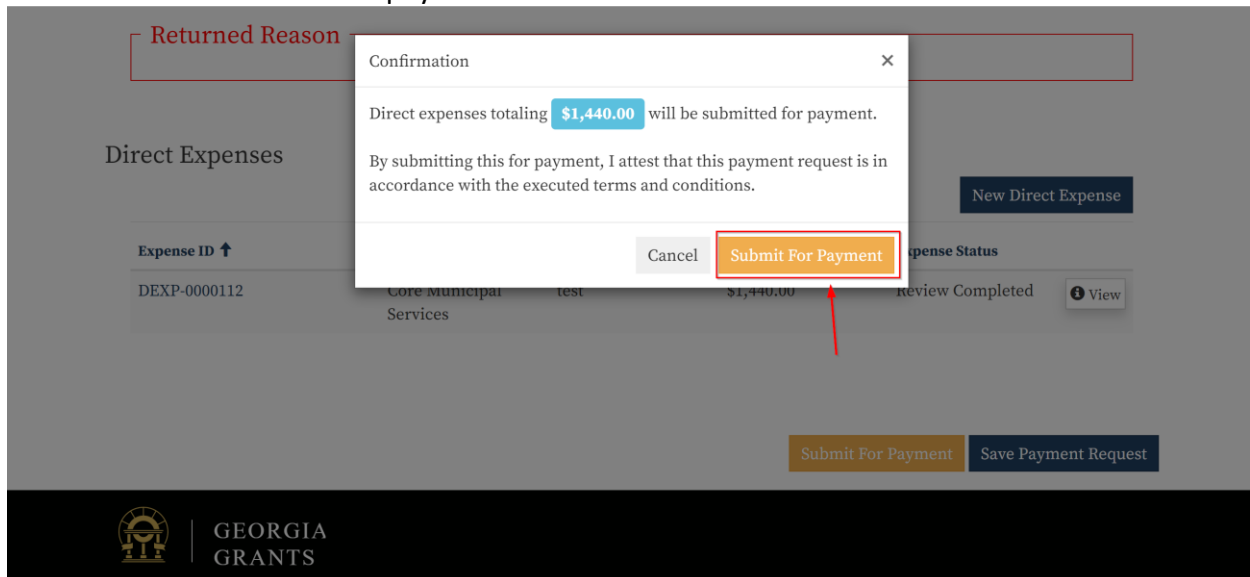


7 RESUBMITTING A RETURNED FOR REVISION PAYMENT

When the Payment and the associated Direct Expense is Returned for Revision,

1. Direct Expense records are editable
2. Uploaded Supporting Document can be deleted and reupload new documents

After adding all expense records, you can resubmit the payment for review. Click on the 'Submit For Payment' button now. When the confirmation popup displayed, click on the 'Submit for Payment' button to resubmit the payment.





8 CREATING A PROJECT

Projects must meet the following requirements as determined by the U.S Department of Treasury. The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

- 1. SELECT A GRANT**
from the Home page, click on the grant allocation 'ID' for which a project(s) funds are being requested.

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My Grants

The Governor's Office of Planning and Budget (OPB) is responsible for distributing and oversight of the Federal grants. If you have any questions, please contact grants@opb.georgia.gov.

Select a Grant Application ID

Grant Application ID	Grantee	Grant Application Name ↑	Grant	Grant Approval Status	Awarded Amount	Amount Approved	Amount Drawn
GA-0005555	Samsmith	111121 Testing	Broadband Infrastructure	Approved		\$0.00	\$0.00
GA-0005053	GC IT	111-Adobe Test	Nursing Home	Approved	\$15,000.00	\$0.00	\$0.00
GA-0005054	GC IT	111-Adobe Test 2	List 20 Items	Approved	\$1,300.00	\$0.00	\$0.00

- 2. SELECT A PAYMENT**
This page is where you can see payments you've added or create a new payment

Payments

Click this button to add a New Payment Request

Click on Payment ID to view details about an existing pa

New Payment Request

Payment ID ↑	Project	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved
PA-0004338	First aid kits	\$0.00		Draft		\$0.00
PA-0004340	Hospital Supplies	\$200.00		Draft		\$0.00

Edit Edit



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3. PROJECT LOOKUP

Click on the lookup option to select an existing project or create 'NEW' project.

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Payment Request 999 - Nursing Home

Grant Type	999 - Nursing Home Reimbursement Basis
Amount Awarded	\$10,000.00
Amount Requested	\$2,400.00
Amount Approved	\$1,000.00
Amount Drawn	\$0.00

Please select an existing project or create a new project in the lookup below.

Project *

Click on the lookup option to select an existing Project or Create a New Project

Create Payment Request

4. ADD NEW PROJECT

Click on the 'NEW' button to create new project.

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Home > Grant > Payment Request

Payment Request 501

Please select an existing project or create a new project in the lookup below.

Project *

Create Payment Request

Lookup records

✓ Project Name ↑	Project ID	Grantee	Created On
✓ First aid kits	PR-0002527	Beta County	11/4/2020 2:36 PM
Hospital Supplies	PR-0002528	Beta County	11/5/2020 12:11 PM

New

Click on this button to create new project

Select Cancel Remove value



5. PROJECTS FORM

After clicking on the 'NEW' button a new form is displayed.

The screenshot shows a 'Create a new record' modal form. The form includes the following fields and instructions:

- Project Name ***: Hospital Supplies - 3. A red arrow points to the asterisk with the text 'asterisk denotes required field'.
- Project Start Date ***: 11/1/2020
- Project End Date**: 12/31/2020
- Project Location**:
 - Street ***: 1 Orchard Grove. A red arrow points to this field with the text 'Provide location of the project. If there is no specific location, use your office address'.
 - City ***: Monroe Township
 - County**: New Jersey
 - State ***: GA
 - ZIP Code ***: 08831
- Project Description ***: Hospital Supplies 3. A red arrow points to this field with the text 'Provide as much detail as you can about the project'.

6. ADDING A PROJECT

Provide as much detail as possible to justify the use of the grant, then click 'Add Project' button. This information is used by payment reviewers to validate expenses were necessary and appropriate.

The screenshot shows the bottom section of the 'Create a new record' modal form. It includes the following fields and instructions:

- Project Description ***: Hospital Supplies 3
- Project Justification**: (Empty text area)
- Planned Project Outcome**: (Empty text area)
- Add Project**: A blue button with a red border. A red arrow points to it with the text 'Click on this button to add project'.





7. REVIEW PROJECT INFORMATION


Now that the project has been created you can create Payment Requests.

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
Project

Project ID	Status
PR-0002797	Active


Project Name *

Hospital Supplies - 3

Project Start Date *

11/1/2020 

Project End Date

12/31/2020 

Project Location

Street *

1 Orchard Grv

City *

Monroe Township

County

State *

GA

ZIP Code *

08831-2370

Project Description *

Hospital supplies 3

Project Justification

Hospital Supplies 3

Planned Project Outcome



9 EDITING A PROJECT

After adding the project record, you can edit the details later point of time. You may create as many projects as needed.

1. LIST PROJECT RECORDS

Now that the project has been created. Click on the Projects page to list all the projects associated to the Grant.

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Projects

Select a Project ID to open a Project

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002783	COVID Test	COVID Test	Active	2/16/2022 7:07 AM	Edit
PR-0002566	COVID Test	COVID Test	Active	8/26/2021 7:31 AM	Edit
PR-0002613	Elementary Schools	We are going to repair libraries.	Active	9/13/2021 4:22 PM	Edit
PR-0002797	Hospital Supplies - 3	Hospital supplies 3	Active	3/8/2022 1:41 PM	Edit
PR-0002760	Macon Sheriff Department Supplement	08/21 Supplement	Active	1/19/2022 1:42 PM	Edit
PR-0002647	Project NamePortal	Description1	Active	9/20/2021 5:33 AM	Edit

2. EDIT PROJECT INFORMATION

Select the project and click on the 'EDIT' button.

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Projects

Select "Edit" button to change/update Project information

Project ID	Project Name ↑	Project Description	Project Status	Created On	
PR-0002783	COVID Test	COVID Test	Active	2/16/2022 7:07 AM	Edit
PR-0002566	COVID Test	COVID Test	Active	8/26/2021 7:31 AM	Edit
PR-0002613	Elementary Schools	We are going to repair libraries.	Active	9/13/2021 4:22 PM	Edit
PR-0002797	Hospital Supplies - 3	Hospital supplies 3	Active	3/8/2022 1:41 PM	Edit
PR-0002760	Macon Sheriff Department Supplement	08/21 Supplement	Active	1/19/2022 1:42 PM	Edit
PR-0002647	Project NamePortal	Description1	Active	9/20/2021 5:33 AM	Edit




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3. SAVE PROJECT

When changes are completed click on the 'Save Project' button.

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Project

Project ID
PR-0002797

Status
Active

Project Name *
Hospital Supplies - 3

Project Start Date *
11/1/2020

Project End Date
12/31/2020

Project Location

Street *
1 Orchard Grv

City *
Monroe Township

County
Middlesex

State *
NJ

ZIP Code *
08831-2370

Project Description *
Hospital supplies 3

Project Justification
Hospital Supplies 3

Planned Project Outcome

Payment Requests

Payment ID ↑	Grant Application	Amount Requested	Payment Date	Payment Status	Submitted On	Amount Approved
There are no records to display.						

Save Project



10 CREATING A NEW AUTHORIZED USER

Authorized Users can create projects, submit payments and receive notifications related to their organization. After a successful login, you can create additional authorized users. This feature is useful if additional staff are needed to submit payment requests.

1. OPEN THE AUTHORIZED USERS PAGE

From the Home page, click on the Grantee Profile.

The screenshot displays the Georgia Grants Portal Admin interface. At the top, there is a header with the Georgia Grants logo, a search bar, and a user profile dropdown for 'Portal Admin'. The dropdown menu is open, showing options: Profile, Organization, Authorized Users (highlighted with a red box and a red arrow), Agreements, and Sign out. Below the header is a navigation bar with links: Home, Grant Opportunities, My Grants, My Applications, Projects, Payment Requests, Committee Reports, and Help. The main content area shows the 'Profile' page with a sidebar on the left containing links: Profile, Organization, Authorized Users, and Agreements. The main content area is titled 'Your information' and contains a form with fields for First Name, Last Name, E-mail, Title, Business Phone, and Mobile Phone. The form is currently empty, with placeholder text like 'Portal', 'Admin', 'support@grantcare.com', and '(111) 111-1111'.



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2. NEW CONTACT

Click 'New Contact' button to add new contact

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Home > Profile > Authorized Users

Authorized Users

Portal Admin

Profile
Organization
Authorized Users
Agreements
Security
Change password

The **Primary Contacts** listed below are designated members of your organization and can make changes and submit data for grant applications related to your organization.

The **Related Contacts** listed below are not directly associated to your organization but are designated as having access to make changes and submit data for grant applications related to your organization. To add or remove Related Contacts please contact the portal administrator.

Account Name
GrantCare IT Test

Primary Contacts

[New Contact](#)

Full Name ↑	Email	Mobile Phone
CCOH Demo	ccohdemo@grantcareteam.testinator.com	
Committee	test2@mailnator.com	

3. ADD CONTACT

Fill contact details and click on 'Add Contact' button. An automated email is sent to the person identified in the form which contains an invitation code.

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Authorized Users

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Change password

New Contact

⚠ Adding a new contact sends an automated email to the person identified in this form. This email contains an invitation code, granting that person access to this portal and the information associated to your organization.

First Name * Last Name *

Bhuvana Manisankar

Email * Job Title

bhuvana@gc.com

Business Phone * Mobile Phone

732-1111-1111

[Add Contact](#)

End Of Document